

MADERA COUNTY

SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST

DEFINITION

Under general direction; to supervise, assign, coordinate, review, and participate in the work of staff responsible for providing environmental health functions and activities; to conduct investigations and inspections in the enforcement of State, County, and local environmental health and sanitation laws, ordinances, and regulations; to prepare studies and reports; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for providing health functions and activities; assists with budget development, preparation, and expenditure control; provides supervision and training to assigned staff; assigns and evaluates staff work; determines environmental health needs and plans for future program goals; provides County environmental health services; conducts investigations and inspections to evaluate environmental health problems and needs; secures compliance with environmental health laws and regulations; oversees the inspection at food handling and processing establishments, camp sites, swimming pools, housing and dwelling units, schools, public and private buildings, water supply systems, and sewage disposal systems; reviews plans and issues permits for private sewage disposal systems; collects facts, evidence, and samples in the investigation of complaints; recommends abatement and control measures; ensures proper legal procedures are followed in the prosecution of violators; oversees the inspection at underground storage tanks and hazardous material facilities; ensures compliance with monitoring requirements; responds to hazardous material spills and incidents; oversees the remediation at hazardous material releases; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence; interprets environmental health laws and regulations for the public; provides advice on meeting and maintaining legal requirements; prepares and revises ordinances, rules, and regulations.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of biology, chemistry, physics, entomology, and statistics.
General principles and practices of environmental health and safety.
Pertinent Federal, State, and local laws, codes, and regulations governing environmental health and sanitation.
Functions and operations of organizations and agencies involved with environmental health.
Methods and techniques of investigation, inspection, and resolving environmental health problems.
Principles of budget development, preparation, and expenditure control.
Principles of supervision, training, and performance evaluation.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Supervise, assign, coordinate, and review the work of staff responsible for providing environmental health functions.
Assist with the development and preparation of the assigned budget and control of expenditures.
Supervise, train, and evaluate assigned staff.
Conduct a wide variety of environmental health inspections and investigations.
Interpret, apply, and explain the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
Plan, organize and carry out research, analyzing and evaluating data.
Prepare comprehensive recommendations for resolving environmental health problems.
Instruct others in the correction of environmental health problems.
Deal tactfully and courteously with the public when representing the Environmental Health Department.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Madera County
Supervising Environmental Health Specialist (Continued)

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of increasingly responsible environmental health work experience including one year comparable to that of a Senior Registered Environmental Health Specialist with Madera County.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental health, biology, chemistry or a related field.

License or Certificate:

Possession of a valid registration as an Environmental Health Specialist issued by the California Department of Health Services.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and climb; exposure to outdoors, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: May, 1995